

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTER-OFFICE COMMUNICATIONS

TO	<u>Personnel Policy Manual Holders</u>	DATE	<u>September 1, 2021</u>
FROM	<u>Patty Garcia</u> Director, Human Resources Division	SUBJECT	<u>September 2021</u> Personnel Manual Update

Please update your Personnel Manual as follows effective September 1, 2021.

NUMERICAL INDEX:

Remove the existing Numerical Index dated August 1, 2021.

Insert the revised [Numerical Index](#) dated September 1, 2021.

EXECUTIVE DIRECTIVE:

PD-13 (rev. 9), “Sexual Harassment and Discourteous Conduct of a Sexual Nature”

- Procedures, Section I.A.1.f: Added language to specify that the 180 day deadline to file a complaint is specific to unlawful employment practices; and pursuant to the requirements of HB 21, 87th Legislature, added language that the deadline to file a complaint alleging sexual harassment is within 300 days after the date the alleged sexual harassment occurred.
- Grammatical and formatting updates were made.

Remove the existing PD-13.

Insert the revised [PD-13](#).

EXECUTIVE DIRECTIVE:

PD-29 (rev. 6), “Sexual Misconduct with Inmates”

- Replaced offender with inmate throughout the policy.
- Section I.A.3: Added language to clarify reporting procedures to the unit Office of the Inspector General (OIG) investigator.
- Section I.A.4 & 5: Added phone number.
- Section I.D: Revised procedures to state that the OIG shall notify the appropriate warden or department head about any alleged sexual misconduct with an offender.
- Section III.C: Revised to clarify notification and training requirements regarding vendors.
- Grammatical and formatting updates made.

Remove the existing PD-29.

Insert the revised [PD-29](#).

EXECUTIVE DIRECTIVE:

PD-31 (rev. 9), “Discrimination in the Workplace”

- All references of “witnessed” have been replaced with “observed” throughout the directive.

- Revised the definitions of Pre-Service Training Academy and Retaliation.
- Procedures, Section I.A.1.f: Revised to clarify the 180 day deadline for filing a complaint with the Texas Workforce Commission, Civil Rights Division alleging an unlawful employment practice, and the 300 day deadline for allegations of sexual harassment.
- Procedures, Section I.B.3: Reworded for clarity.
- Procedures, Section II.E: Added language requiring respondents who are found guilty of an EEO rule violation to complete the *EEO Disciplinary Compliance* training module within seven days of the disciplinary hearing.
- Attachment A, PERS 497, EEO Complaint Form: Replaced “SSN” with “Payee ID” and added a line for an email address under the Complainant Information section.
- Attachment B, PERS 408, Notification of EEO Investigation and Interim Remedial Actions: Expanded the limited communication between complainant and respondent to include social media, text, or other means of electronic communication.
- Attachment C, PERS 325-EEO: The last check box in Section VI, Reprimanding Authority’s Action, was revised to read as “In lieu of an employee hearing, other action was taken, such as separation from training academy or letter of instruction.”
- Grammatical and formatting updates were made.

Remove the existing PD-31.

Insert the revised [PD-31](#).

EXECUTIVE DIRECTIVE:

PD-72 (rev. 18), “Employee Salary Administration”

- Added definition for Maximum Security Differential Pay; revised definitions of Correctional Career Position and Series.
- Section II.B: Added language that an employee will not retain a maximum security differential pay if they transfer to a non-correctional career position or to a facility that is not a designated maximum security facility.
- Section IV: Section revised to reflect changes to the established salary rates and language regarding retirees; added language regarding correctional officer applicants who hold an associate’s degree, those with prior correctional custody or law enforcement experience, and moves within career ladder positions.
- Grammatical and formatting updates were made.

Remove the existing PD-72.

Insert the revised [PD-72](#).

If you have any questions regarding this update or need assistance concerning your Personnel Manual, please contact Jennifer Tomkivits at (936) 437-4049 (Email User ID TJ00131).

PG: jt